

# USOR Tool Inventory

Per CSM 12.5, some items purchased to support clients in employment and participation in VR services remain property of USOR. When clients are no longer using the equipment, the items are returned and are placed in the inventory list in the AWARE system.

The following is a guide to assist in preparing items for the inventory.












## AWARE

- Select Inventory from the AWARE main menu
- View all items by selecting the layout “Advanced Inventory”
- Items are listed with description. Select the item desired and detailed information and contact numbers for the district is listed

## Entering inventory to AWARE

- Provide details about the item
- For tools, provide the vendor name and vendor website for a description and product information.
- District contact information should be included in the inventory listing
- Client Base assignment should be assigned

## Step 1

 Participant	 Vendor	 Report
 Case Transfer	 Financial	 Staff
 Employer	 Budget	 Help Desk
 Inventory		 QA Tool

Step 2

## Inventory Search

Layout
Search
Inventory Search Results (0)

### Recently Used

» Advanced Inventory Search

Selected Layout
Advanced Inventory Search
☐ Set as Default

Apply

Step 3


Select	32	Davis District (25)	38753	25-12 - Flanigan, MS, Lora	Other Services	289 Tools/Equip/lic/Su For Other Employment	Air Pressure Hose/Gage/Arm Sleeve Device	Davis District
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Step 4

Inventory Number 32

## 1. Inventory Management

Selected Layout Inventory Summary 

1 records 		
Activity	Date	Additional Information
Inventory Item	08/16/2016	Service Category: Other Services Service SubCategory: 289 Tools/Equip/lic/Supplies For Other Employment Inventory Number: 32 Agency Identifier: Air Pressure Hose/Gage/Arm Sleeve Device Assignment Start Date: 11/07/2016 Assignment End Date: No Data Available

Step 5

Inventory Number 32

## 1. Item Description

Inventory Number 32

Agency Identifier Air Pressure Hose/Gage/Arm Sleeve Device

Service Category\* Other Services

Service SubCategory 289 Tools/Equip/lic/Supplies For Other Employment

 Find

 Erase

Cost of Purchase \$0.00

Item Condition\* Good

### Additional Information

Lennox Brand - think its for furnaces?? - Air Pressure Hose, Arm Sleeve Device  
- Gage/Tool

Item Location\* Davis District

### Contact Information\*

Cindy Gillis, executive secretary 801-776-5951

## 2. Inventory Assignment

 New

Assignment Start	Assignment End	Managed By	Case ID	Caseload Assignment
11/07/2016		Davis District (25)	38753	25-12 - Flanigan, MS, Lora

## 3. Disposition

Removed From Inventory



Reason For Removal (Not Completed)

Comments